



Thrift Savings Plan BULLETIN

for Service TSP Representatives

Subject: Revision of Form TSP-U-9, Change of Address for Separated Participant

Date: August 1, 2002

The Federal Retirement Thrift Investment Board has revised [Form TSP-U-9, Change of Address for Separated Participants](#), for use in the new record keeping system. The August 2002 revision of the form, which has been renamed Change of Address for Separated Participant, will be available from the **uniformed services section** of the Thrift Savings Plan (TSP) Web site at www.tsp.gov beginning August 23, 2002. An advance copy of the revised form is attached to this bulletin.

Purpose of Form TSP-U-9. Form TSP-U-9 is used by participants who have separated from the uniformed services to notify the TSP of mailing address changes. Form TSP-U-9 is **not** to be used by participants who are currently members of the uniformed services. (To update the mailing address of a current member, the payroll office must submit an employee data record (06-record) to the TSP, as explained in TSP Bulletin 01-U-5, dated August 29, 2001.)

Service responsibilities. Separated participants can obtain Form TSP-U-9 from the TSP Web site or from the TSP Service Office. Services may also provide the form to separating participants, but services are no longer required to include the form in the TSP withdrawal package that they must provide to separating participants.* Services may obtain the form by downloading it from the Web site, or they may have a representative of their central distribution point order a supply by completing the Thrift Savings Plan Publications Order Form (TSP-U-40).

PAMELA-JEANNE MORAN
Deputy Director
Office of External Affairs

Attachment: Form TSP-U-9, Change of Address for Separated Participant

* See TSP Bulletin 02-U-20, dated July 16, 2002, for more information about the TSP withdrawal package.

Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **(202) 942-1460**.

Chapter: This bulletin may be filed in Chapter 8, Withdrawal Program.

Supersedes: This bulletin supersedes TSP Bulletin 02-U-8, Form TSP-U-9, Change of Address for Separated Participants, dated March 1, 2002.



THRIFT SAVINGS PLAN

CHANGE OF ADDRESS FOR SEPARATED PARTICIPANT

TSP-U-9

If you are no longer a member of the uniformed services, use this form to report a change in your address to the TSP Service Office. **Note:** Active members can change their addresses for their uniformed services TSP accounts **only** through their services; they should **not** submit this form.

You may also request a change of address through the TSP Web site, www.tsp.gov. You will need to enter your Social Security number and your TSP Personal Identification Number (PIN) to make this request on the Web site.

Type or print the information requested. Make a copy of this form for your records. Mail this form to:

**TSP Service Office
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500**

Telephone number: (504) 255-8777
TDD: (504) 255-5113

Please note: If you also have a civilian TSP account, you must change your address separately for that account by completing Form TSP-9 (if you are separated from Federal civilian employment) or by contacting your agency personnel office (if you are still employed by the Federal Government).

I. INFORMATION ABOUT YOU

1. Name _____
Last First Middle
2. Social Security Number _____ 3. Date of Birth ____/____/____
mm dd yyyy
4. Daytime Phone (Area Code and Number) (____) _____ - _____

II. YOUR NEW ADDRESS

5. Address _____
Street address or box number
6. City _____ 7. _____ 8. _____
State/Country Zip Code

III. YOUR SIGNATURE

9. _____ 10. _____
Participant's Signature Date Signed

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your uniformed services TSP account. We will use the information you provide to process your change of address. This information may be shared with other Federal agencies or the uniformed services for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil, criminal, or

military law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to change your address for your uniformed services TSP account.